



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

PROGRAM TECHNICIAN III
\$3,085 - \$3,864
PRODUCER LICENSING BUREAU
SACRAMENTO

RESPONSIBILITIES:

Under general supervision of the Supervising Program Technician III, the incumbent uses advanced technical knowledge and program expertise to independently perform the most difficult work. Duties include:

- Reviews and processes sensitive and complex documents for the approval of corporate, partnership, association and individual fictitious names;
- Reviews complex adjuster license and bail license application packages and related documents to identify and correct discrepancies;
- Processes replacement bonds for all types of licenses;
- Reviews requests for legal certifications/subpoenas to determine if information requested can be released;
- Authorizes the issuance of licenses, renewals, identification cards, processing of renewal applications, maintains and updates computer records for bail and adjuster licensees;
- Establishes and clears computer records; makes corrections to the database as necessary;
- Prepares reports for management or for court proceedings;
- Provides advice on policy and procedures to the general public and industry professionals, assists Bureau analysts with the design and modification of the Legal Certification format;
- Participates in studies of departmental procedures regarding record disposition and retention schedules for licensee's history files;
- Proposes recommendations to management on procedures, policies and program alternatives;
- Provides technical assistance to attorneys, investigators, and other departmental personnel; contacts law enforcement agencies, government agencies, private sector attorneys, private investigators, insurance companies and the general public to resolve problems;
- Process other general licensing work as directed.

DESIRABLE QUALIFICATIONS: Staff work at this level requires in-depth knowledge of the Insurance Code, Penal Code sections applicable to misrepresentation and fraudulent practices, and laws, rules regulations and policies of insurance licensing in general. In addition, candidates should have the ability

12/22/15 JS

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

to work independently, follow directions, exercise good judgment, work cooperatively with others and deal tactfully with the public; possess initiative, be resourceful, dependable, and have good interpersonal and communication skills, both verbal and written.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Program Technician III level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE “Program Technician III, PSN# 413-145-9929-006” ON THE STATE APPLICATION.** For additional information, please call Jimmy Saechao at (916) 492-3300.

FINAL FILING DATE: **Thursday, January 7, 2016 (Close of Business – 5:00 p.m.)**

NOTE: **Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant’s name may be removed from the eligibility list.**

12/22/15 JS

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

12/22/15 JS

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.
